

Township of Readington  
509 Route 523  
Whitehouse Station, NJ 08889  
(908) 534-4051

# Application for Certificate of Continued Occupancy



Certificate of Continued Occupancy (CCO),  
Zoning Certificate of Continued Occupancy (ZCCO), Change of Use Application

Fee: Two separate checks, both made payable to: Township of Readington  
Check 1 (Required for change of use or tenant): \$100 Memo: ZCCO  
Check 2 (Required for change of use): \$200 Memo: CCO

Please attach the following:  Owner affidavit allowing usage of the building  
 Information on signage or proposed signage on site (temporary and permanent)  
 Proposed floor plan with each area labeled

Please clearly enter all information in the box below

Permit # \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Change of: (check one) Tenant:  Owner:  Both:

### Current/previous occupancy and use:

Tenant business name: \_\_\_\_\_ Use Group: \_\_\_\_\_

Owner name: \_\_\_\_\_

Owner address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner phone number: \_\_\_\_\_ Owner email: \_\_\_\_\_

### Proposed occupancy and use:

Tenant business name: \_\_\_\_\_ Use Group: \_\_\_\_\_

Tenant business address: \_\_\_\_\_

Tenant contact name: \_\_\_\_\_

Tenant phone number: \_\_\_\_\_ Tenant email: \_\_\_\_\_

Owner name: \_\_\_\_\_

Owner address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner phone number: \_\_\_\_\_ Owner email: \_\_\_\_\_

Description of proposed business: \_\_\_\_\_

Signature of property owner: \_\_\_\_\_

### Do not write below

Date completed application and payment received: \_\_\_/\_\_\_/\_\_\_ Received by: \_\_\_\_\_

Payment type:  Cash  Credit  Check # 1: \_\_\_\_\_ 2: \_\_\_\_\_

Inspection: Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_

Pass  Fail Deficiencies: \_\_\_\_\_

Notes: \_\_\_\_\_

Reviewed by:  Zoning  Code Enforcement  Fire Prevention

Approved for:  CCO  Approved for ZCCO  Approved for Change of Use